

Environmental Engineering and Science

August 9, 2019

Subject: Greetings CE 321 Students - Important Class Information

Hello 2019 CE 321 Students,

I trust all of you are having a wonderful summer. With the academic year quickly approaching, it is time to begin preparing for classes. The following is bit of information that should help everyone get off to a good start in CE 321; please READ this email CAREFULLY.

1 – PLEASE NOTE we have a REQUIRED Saturday Laboratory Session on September 7th from 7:45 am to 1 pm. (This is the second Saturday of the semester.)

General Notes:

- 1) Classes will meet in AEC Rm. 315. Labs will meet in RISC 230.
- 2) One laboratory for all CE 321 students involves working with students from Easton School District. The law requires people above the age of 18 interacting with kids to complete background checks and TB screening. Because of this each of you should have already received notice that you are *required to complete background checks and TB screening*. Taking care of filling out the forms and completing the TB screening through you family doctor prior to getting to campus is strongly advisable.
 - a. A link to the overview of background check the process and the various forms that must be completed can be found at the following link:
 - i. <https://landiscenter.lafayette.edu/clearances/>
 - b. I have also attached the “Clearance-instructoins.doc” - STEP-BY-STEP procedures for completing each form. I strongly advise each of you to follow the STEP-BY-STEP procedures.
 - i. We regularly get questions about the process that are clearly addressed if students follow the STEP-BY-STEP procedure.
 1. A very common error you may encounter when starting the Fingerprinting process...a code is given in the STEP-BY-STEP procedure which many miss - **1KG6ZJ**. This Service Code is used to enter the Fingerprinting site
 - c. Student don't have to pay for any of this except the TB Screening if it is done on campus (\$20). Your family doctor should be able to take care of this during your regular check-up. Bailey Health Center will need proof that you have taken care of the TB screening – Please bring this proof with you to campus.
- 3) Your first laboratory session is scheduled on Tuesday/Thursday of the first week of classes.
 - a) Unless otherwise specified – **everyone** should be dressed in long pants and CLOSED toed shoes for *all laboratory sessions*.
 - b) Those of you not properly dressed will be asked to leave lab and an F will be assigned to the particular laboratory session missed.
- 4) Attached with this email is the most recent copy of the 321 Syllabus and Class Schedule. The syllabus and schedule are also be available from the class website. Changes/updates to both will be made on an as-needed basis prior, and during the semester. Students will be alerted to important updates on both documents through email and/or in-class announcements – updated documents will be placed on our class website with noted date changes. Students should regularly monitor the website for ANY changes and/or updates (important and/or minor).

- a) The Class Schedule includes details to daily class meetings, reading assignments, exam dates, other important meeting dates, and laboratory information.
- b) Students can access class information from the class website as well as Moodle (I will be working on these sites over the next few days);
 - <http://sites.lafayette.edu/kneya/courses/courses-taught/ce-321/>
 - <https://moodle.lafayette.edu/>
- 5) Two books we will be using for this class:
 - a) **NOT REQUIRED** - Davis, M. L. and S. J. Masten. *Principles of Environmental Engineering and Science*. Third Edition. McGraw-Hill. 2014.
 - b) **REQUIRED for all CE Classes** - Silyn-Roberts H. *Professional Communications - A Handbook for Civil Engineers*. ASCE Press. 2005.
- 6) Class handouts will be posted on Moodle. Hard copies of class handouts will not be provided for most lectures. Students will be responsible for bring copies of handouts to class.
- 7) A short quiz (10 minute) based on first week reading material (i.e., *Why Watersheds?*) will be given on Wednesday or Friday of the first week. **Reading Material Attached**
- 8) **Saturday Lab - September 7th from 7:45 am to 1 pm. Attendance is mandatory.** Details of the laboratory session will be presented on our first day of class. This laboratory session will be held the **second Saturday** of the semester.
- 9) There are a few other meetings outside of regular class time as well as exams. Date and times can be found in our Class Schedule (attached).

BTW, Professor Jennifer Rao will be helping with CE 321 laboratory sessions this year. We both are look forward to meeting all of you. Please enjoy the remaining week or so of your summer break.

Professors Kney and Rao